



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV Health Services are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

March 3, 2008

Approved
3/31/08

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Jeff Goodman	Miki Jackson	<i>None</i>	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Angelica Palmeros			Glenda Pinney
Diana Baumbauer	Mario Pérez			Jim Stewart
Nettie DeAugustine	Kathy Watt			Craig Vincent-Jones
Whitney Engeran	Fariba Younai			Nicole Werner
Richard Hamilton				
Lee Kochems				
Brad Land				
James Skinner				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Agenda, 3/3/2008
- 2) **Minutes:** Executive Committee Meeting draft, 2/4/2008
- 3) **Policy/Procedure:** Commission Executive Director Performance Appraisal, 3/3/2008
- 4) **Memorandum:** Ryan White HIV/AIDS Part A FY 2008 Award, 2/29/2008

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:10 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the February 4, 2008 Executive Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PARLIAMENTARIAN REMARKS:** Mr. Stewart had no comments.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no public comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
 - A. **Executive Director MAPP:**
 - Mr. Vincent-Jones noted he had begun drafting the policy/procedure to reflect last year's Executive Director performance review by the Commission. He explained that, as a County employee, he was subject to the Management Appraisal and Performance Plan (MAPP). The MAPP is approved by, in his case, the Executive Officer and/or her designee, currently the Executive Office Chief Deputy. The policy/procedure outlines how the Commission has input into the process.

Executive Committee Meeting Minutes

March 3, 2008

Page 2 of 4

- The Executive Committee had the authority to act on the Commission's behalf and approve the policy or forward it for Commission approval. The group felt, since it was an Executive Committee process, the Executive Committee should approve it.
- ➡ The Committee submitted the policy/procedure out for 30 days public comment.

9. EXECUTIVE DIRECTOR'S REPORT:

- Mr. Vincent-Jones reported that the MAPP required objectives for both work and operational behavior.
- Five operational behavior objectives were chosen last year: 1. educational training curriculum, 2. medical care coordination framework, 3. consumer involvement and retention plan, 4. standards of care publication, and 5. outcomes and indicators. Completion or significant progress had been achieved on all except the first and work had begun on that.
- Mr. Braswell asked about standards of care publication. Mr. Vincent-Jones replied that a proposal would be submitted to the Quality and Productivity Commission to fund publication, and, if funded, hopefully materials would be ready by the end of the year.
- ➡ It was agreed to replace the educational training curriculum objective with a CD4 legislation objective, as that and the medical care coordination framework were the primary reasons for the delay in work on the curriculum.

10. OAPP REPORT:

- Mr. Engeran noted the OAPP spending breakdown for 2007 had only just been submitted. He felt it important to monitor OAPP's timelines. Mr. Vincent-Jones replied that an internal assignment system was being developed. P&P directives and the Assessment of the Administration (AAM) also have tracking matrices.
- He noted the NCC report was one of three due from OAPP, the others being budgetary information and expenditures other than Ryan White. The latter two were on time and the NCC report just one month late. He cautioned against being unreasonable.
- Mr. Engeran felt there was an ongoing lack of transparent cooperation. He proposed the Commission should recommend to the Board that it allocate NCC funds as well as Ryan White funds, as priorities can be undermined by NCC fund shifts.
- Mr. Braswell said he, Ms. Bailey, and Mr. Vincent-Jones had a good meeting with Mr. Pérez's new supervisor, Jonathan Freedman. He felt, approached judiciously, Mr. Freedman would be support the Commission's work.
- Mr. Engeran said Maintenance of Effort (MOE) funds were designed legislatively to support services, but were not always used for that. Mr. Freedman supported comprehensive services, Mr. Braswell said, and wanted to integrate service delivery from the back side, for example, by using matching mental health funds. He felt P&P should develop a detailed NCC prioritization plan before doing anything with the Board.
- Mr. Vincent-Jones recommended that P&P first develop a comprehensive plan, then that could be discussed with OAPP and Public Health in conjunction with the MOU. He felt it was only appropriate to make a Board request if that process bore no results.
- Mr. Kochems said his sense from the federal government was that they were moving toward a single plan, not care or prevention plans. Mr. Vincent-Jones noted the Commission, PPC, and OAPP had already agreed to jointly discuss Program Support. That could be a precursor to a fuller discussion on all revenues.
- ➡ It was agreed that P&P would report on the materials provided by OAPP at the March Commission Meeting.
- ➡ It was agreed that Mr. Vincent-Jones would bring a draft matrix for tracking Commission requests to OAPP/OAPP requirements for the next Executive Committee meeting for eventual inclusion as a routine item in the Commission packet.
- ➡ It was agreed that P&P would discuss a plan for overall integrated HIV funds and bring it back to the March 31st Executive Committee Meeting for review.
- Mr. Vincent-Jones noted the OAPP memorandum confirmed a 2% funding increase and stated OAPP's willingness to discuss allocation of it with the Commission. While P&P would review the memorandum, the Commission had already approved a scenario that directed funds for any increase up to 5% to proportionately enhance the approved allocations.
- ➡ It was agreed that Mr. Vincent-Jones would send a memorandum to OAPP, copied to the same cc's copied on the OAPP memorandum, congratulating them on the Ryan White increase, reminding them of the existing allocation scenario, and noting P&P would review the scenario for any pertinent adjustments.
- Mr. Land requested more timely information on County activity. Ms. Jackson volunteered to email Mr. Vincent-Jones on any developments at Health Deputy Meetings.

11. HIV EPIDEMIOLOGY REPORT:

- A. **LAC HIV Epidemiological Profile:** Dr. Frye would report on the Profile at the March Commission Meeting. The report was a required step for the Year 18 Priority- and Allocation-Setting process.

12. PREVENTION PLANNING COMMITTEE (PPC) REPORT:

- Mr. Kochems said the PPC wanted to roll out the Prevention Plan in March. While an advisory body to OAPP, it had strongly urged OAPP to write a memorandum as soon as possible describing the roll-out and a timeline for RFPs. In addition to the main presentation, it was being presented at all SPN meetings. Mr. Vincent-Jones said he would ask Ms. Watt about a possible presentation.
- Mr. Engeran felt it was important to give the groundbreaking Prevention Plan a prompt, respectful hearing. Mr. Hamilton stated that the Commission was the main source of information for many consumers.
- ➡ It was agreed to present the PPC report at the next Commission meeting, on March 13, 2008.

13. STANDING COMMITTEE REPORTS:

A. Joint Public Policy (JPP):

1. State Legislative Priorities:

- Mr. Vincent-Jones noted that all pending, HIV-related legislation would be reviewed at the next JPP meeting. Going forward this year, JPP would provide recommendations to the Commission on all legislation as it arose.
- Mr. Engeran said about four of the current 20-plus pieces would likely warrant discussion prior to a Commission vote. Mr. Vincent-Jones added that, in order to have a voice, the Commission needed to consider these pieces in March so that there was time for recommendations to go to the Board. Committee hearings were already scheduled.
- ➡ It was agreed to email legislation to Commissioners, so most pieces could be voted through the Consent Calendar.

2. State/Federal Budget:

- Mr. Land asked about the pharmaceutical problem. He noted it had also been raised by the Consumer Caucus. Mr. Vincent-Jones replied he would be talking to Julie Cross. That conversation would help inform the JPP meeting later that week. He added P&P could also review whether the additional 2% might help.

3. Ryan White 2010 Principles: Mr. Engeran reported work had been briefly delayed, but continued.

4. Corrections Follow-Up: A follow-up on the hearing would be provided.

B. Priorities and Planning (P&P):

1. OAPP Annual Financial Reports: There was nothing added to the earlier discussion, under OAPP report.

2. LACHNA 2008:

- Mr. Vincent-Jones noted the original plan had been to alternate needs assessment and service effectiveness annually. After discussions with OAPP, it was agreed that another year was necessary to complete planning for the service effectiveness study. It was also agreed that it would not be useful to do a needs assessment two years in a row.
- ➡ It was agreed to accept the P&P/OAPP recommendation to disseminate data from LACHNA this year, then resume the cycle with service effectiveness next year. That complied with the three-year needs assessment requirement.

C. Operations:

1. Commission Member Nominations:

- ➡ It was agreed to forward the following P&P nominations: Dean Page, SPN #3, Consumer; James Skinner, SPN #6, Consumer; Richard Hamilton, SPN #6, Provider. Mr. Hamilton noted that he was considered a provider again because he was acting as a consultant.

2. Consumer Caucus:

- Mr. Vincent-Jones said the Caucus agreed to send a memorandum to P&P on the problem of access to prescription drugs by those on Medicare Part D. He noted that P&P had previously given a high priority to the Local Pharmaceutical Program which budgeted as part of Medical Outpatient.
- It was also agreed to help prepare consumers to advocate on state budget items. Materials were being developed. There had been discussion of developing a program jointly with SCHAC, but SCHAC had proceeded on its own.
- It was also agreed to hold at least a quarterly evening meeting with dinner, to meet in different SPAs, and to encourage grantee participation.

D. Standards of Care (SOC):

1. Medical Care Coordination Update:

- Mr. Vincent-Jones said the Medical Care Coordination Standards of Care had been reviewed by SOC and were being returned to the expert review panels for final review. They would be brought forward to the Commission after that review. He added that financial assessment consultant selection was moving forward with an interview scheduled that week.
- SOC had agreed to remove training from the Translation/Interpretation Standards of Care. As previously discussed, the recommendation was to include it as a Program Support activity.

Executive Committee Meeting Minutes

March 3, 2008

Page 4 of 4

14. WORK PLAN:

A. Upcoming Commission Meeting Agenda:

- Mr. Vincent-Jones noted the Mental Health Report had been postponed twice, so it was important to schedule it.
- ➡ It was agreed to extend the meeting from 9:00 a.m. to 4:00 p.m. with a half-hour lunch break.
- ➡ It was agreed to postpone the Consumer Caucus Meeting.

B. Prioritization: The item was postponed.

C. Assignments: There was no additional discussion.

D. Annual Calendar: There was no additional discussion.

15. ANNOUNCEMENTS:

- Mr. Vincent-Jones said Karen Ingvaldstad, Project Officer, thanked everyone for the informative visit.
- Ms. Jackson said it was announced at a recent Health Deputy Meeting that some Proposition 63 mental health funds were being allocated to The Center for a drop-in center.
- Mr. Hamilton said he would be attending AIDSWatch April 28th to 30th. He requested input from JPP on priorities.
- Mr. Vincent-Jones noted that Mr. Pérez would be impaneled on a jury for nearly two weeks and then would be out-of-town two more. Michael Green would also be out-of-town for part of that time, so it would be best to contact staff directly if needed.
- Mr. Engeran noted that a bill sponsored by AHF and others would require the use of condoms in erotic films. Many gay pornography producers currently use them on a voluntary basis, but straight pornography producers rarely do. The bill was being presented as a worker safety issue much like hard hats at construction sites. It was hoped use in films would also encourage general use.
- Mr. Vincent-Jones announced that Dr. Gilbert Varela had resigned due to work commitments. He noted that there is a potential replacement.

16. ADJOURNMENT: The meeting was adjourned at 12:15 pm.